

**SUPERINTENDENT OF PUBLIC INSTRUCTION
POLICY AND PROCEDURES MANUAL
POLICY AND PROCEDURE II.A.65**

SUBJECT: INTERNET AND NETWORK ACCEPTABLE USE

DATE: Established March 1, 2001
Amended May 31, 2002
Amended February 18, 2003

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PURPOSE

The purpose of this policy is to ensure legitimate use of the Internet and Network by OSPI staff.

APPLICATION

This policy applies to all staff employed by the Office of the Superintendent of Public Instruction.

POLICY

It is the policy of OSPI that all use of the network and access to the Internet must be in support of education and research and consistent with the mission of OSPI.

When accessing the Internet, employees are representing OSPI; therefore all rules of conduct and law that apply in the OSPI regular workplace also apply on the Internet. Employees of OSPI must also adhere to all applicable rules of conduct when accessing the Internet via OSPI from a remote location.

Access to the Internet and local network resources are a state resource and as such, applicable laws and regulations dealing with the appropriate use of state resources govern its use.

OSPI will conduct internet usage training for all employees of the agency. This training will serve as an information exchange on the appropriate use of the Internet.

PERMITTED USE

The ethics rule clearly provides that a use of state resources, which is reasonably related to the conduct of official business, is always permitted. In addition, the rule notes that the personal use of state resources is permitted under limited circumstances. Limited circumstances or "de minimis" use is defined as a use that:

- ⇒ Results in little or no cost to the state;
- ⇒ Does not interfere with the performance of official duties;

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- ⇒ Is brief in duration and frequency;
- ⇒ Does not distract from the conduct of state business;
- ⇒ Does not disrupt other state employees and does not obligate them to make a personal use of state resources; and
- ⇒ Does not compromise the security or integrity of state information or software.

UNACCEPTABLE USE

When accessing the Internet, employees are representing the agency and therefore all rules of conduct and law apply to the Internet and use of network resources.

Unacceptable uses include, but are not limited to:

- Promotion of discrimination on the basis of race, national origin, sex, sexual orientation age, disability, or religious or political beliefs
- Posting, voluntary receipt, and/or transmission of pornographic material
- Harassment
- Conducting an outside business or private employment
- Copyright infringement
- Promotion of personal, political or religious beliefs
- Downloading of music, files, etc. not related to agency business
- Downloading files of any type without the permission of the IT department.
- Playing of Computer Games (Whether preloaded or not, games are not permitted to be resident on your PC. You must notify the Information Services Help Desk if games are preloaded on your computer.).
- Indiscriminate surfing or using the Internet to access information for personal use
- Any other unlawful activity

SECURITY

Employees' Internet activity will be logged and monitored. OSPI has the right to log and monitor employee use of the Internet to ensure appropriate use. This may include but is not limited to, review of employee computers, contents, file server space and user accounts.

Employees are discouraged from downloading software from the Internet and must notify the network administrator before doing so. Though OSPI's system is protected with virus scanning software, improper loading of software may bypass that system and cause major disruptions to the workforce. Additionally, users must observe all copyright laws. If copyrighted or proprietary material is download evidence of ownership or permission is required.

VIOLATIONS

Where there has been a clear violation of acceptable use principles, guidelines, standards or policy, OSPI may discontinue an employee's access to the Internet. Employees also may be subject to any disciplinary action (up to and including dismissal) or penalties as prescribed by law.

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